

# Pine Lake Country Club Policies

It is our pleasure to welcome you to Pine Lake Country Club. We are a private club which caters only to members and their guests. We take great pleasure in assisting with all facets of your event and look forward to working with you.

## Booking Procedures and Guarantees

All reservations and agreements are subject to the policies and procedures of Pine Lake Country Club. A Pine Lake member in good standing must sponsor all events. Please discuss all special arrangements with our General Manager or Clubhouse Manager. Please contact the Catering Manager regarding menu, linen, floral arrangements, entertainment, electrical and audio-visual arrangements.

Banquet space is assigned by the number of guests anticipated at the time of the initial booking. If attendance increases or decreases, Pine Lake Country Club will accommodate these changes to the best of our ability. Management reserves the right to relocate an event to a different room within the Club based on attendance.

All prices are subject to change. Prices will be confirmed no more than 30 days prior to an event.

In order to host a successful event for you, the Catering Department requires menu selections to be submitted three (3) weeks prior to the event. To ensure quality and proper ordering, food and beverage guarantee counts are required three (3) days prior to your event by 12 noon. In the event the guarantee is not given to the club, the original expected attendance number will be used as your guarantee. A 20% surcharge will apply for all additions added to the guaranteed number within 72 hours. Your guaranteed number cannot decrease after 72 hours.

Groups requesting sales tax exemption must submit their tax forms 3 weeks prior to the function.

## Deposit Information

Member Events Deposits:

- Deposit of \$250 is required for all member events smaller than 100 guests, excluding weddings.
- Deposit of \$500 is required for member events with more than 100 guests.
- Deposit of \$2,500 is required for all member weddings, regardless of size.

Sponsored (Non-Member) Events Deposits:

- Deposit of \$500 is required for all sponsored events, smaller than 100 guests, excluding weddings.
- Deposit of \$2,500 is required for all sponsored weddings, regardless of size or sponsored events with more than 100 guests.

Deposits for non-member events are not accepted until the General Manager or Clubhouse Manager approves the event.

**All deposits are non-refundable and non-transferable.**

## Invoice Information

For members hosting parties, the summary of charges will be posted to their club account number. Sponsored guests will be required to pay 95% of the estimated food and beverage bill one week prior to the event. After the event takes place, an invoice will be mailed/emailed, which must be paid in full, within ten days of the event.

### **Dress Code**

Pine Lake Country Club maintains a dress code in the clubhouse. Members are responsible for notifying their guests of this policy. Blue jeans or denim clothing of any kind are not permitted in the Lake Room or Formal Dining Room.

### **Smoking Policy**

Cigarettes, cigar, and pipe smoking are prohibited in the clubhouse and clubhouse premises.

### **Damage and Liability**

Pine Lake Country Club assumes no liability for any damage, loss of merchandise, or articles left in the club prior to, during and following an event. Members hosting functions at Pine Lake Country Club will be held liable for the conduct of their guests while at the clubhouse or on the Club's premises. Pine Lake Country Club does not permit the affixing of any material to walls, floors, or ceilings of rooms with nails, staples, tape, or any other substance unless prior approval is received.

### **Food and Beverage**

Pine Lake Country Club takes great pride and care in preparing and serving the finest food available. All food and beverage items must be purchased through the Club. Removing food or beverage items from the club is prohibited with the exception of take-out orders, unless special arrangements are made with management.

Sponsored guests: please add \$3.00 for lunch and \$5.00 for dinner to the stated entrée prices.

Menu Selection Requirements:

- Groups of 15 guests (or less) may order from the à la carte menu or pre-selected and approved catering menu.
- Groups of 16 to 20 may order from a pre-set, limited menu.
- Groups of 20 or more may select from a pre-set, limited menu. (Prior food counts must be provided.)

Our current menu has been created by our Executive Chef based on his specialties and what works well in our group settings. If there is something you do not see on our Banquet Menus and would like to have served at your event, our team will be happy to propose customized menus to meet your specific needs. Please allow adequate time for our team to confirm custom menus and pricing.

Dietary substitutions including Vegan and Gluten-Free are available. They should be a part of your final guarantee. If arrangements are not made in advance, we will make every effort to accommodate your guests. However, the substitution will not be included as part of the final guarantee and will be charged accordingly.

Pine Lake Country Club operates in accordance with State regulation and the Michigan Liquor Control Commission. The Club will restrict the serving of alcoholic beverages in the event of over consumption. Under no circumstance will liquor be served to any person less than 21 years of age. Pine Lake Country Club reserves the right to inspect and control all private functions and other Club functions being held on the premises.

All food and beverage sales are subject to a **22%** House Charge and Michigan **6%** Sales Tax. Michigan law requires us to inform you consuming raw or undercooked meats, seafood, shellfish or eggs may increase your risk of foodborne illness.

## Rooms, Capacities and Set-up Charges

	<b>CAPACITY</b>	<b>MEMBERS</b>	<b>SPONSORED</b>
Fireplace room (Lake Room – front only)	130 (Rounds)	\$300.00	\$700.00 Minimum No Maximum
Private Room I (PRI),	50 (Rounds)	\$75.00	\$200.00 Minimum No Maximum
Private Room II (PRII)	50 (Rounds)	\$75.00	\$200.00 Minimum No Maximum
Lake Room (Fireplace room, PRI & PRII)	280 (Rounds)	\$1,000.00	\$1,200.00 Minimum No Maximum
Cocktail Lounge (Private)	60 (Rounds)	\$300	\$300 Minimum No Maximum
Formal Dining Room	60 (Rounds)	\$100.00	\$300.00 Minimum No Maximum
Founders Room	22 (Rectangle)	\$50.00	\$75.00 Minimum No Maximum
Fisher Room	35 (Rounds)	\$50.00	\$75.00 Minimum No Maximum
Terrace	72 (Rounds)	\$100	\$300.00 Minimum No Maximum
Deck	25 (Rectangle)	\$50	\$75.00 Minimum No Maximum
New Patio Must be Approved by General Manager	100 (Rounds)	\$300	\$700 Minimum No Maximum

Members requesting any of the above rooms will be charged a set-up/clean-up charge listed above, under column titled 'MEMBERS'. Sponsored guests requesting any of the above rooms will be charged a set-up & clean up charge listed above, under the column titled 'SPONSORED'.

## Special Services

Pine Lake Country Club offers a variety of other services necessary to make your event complete. We are happy to arrange any of the following at an additional charge.

Linen	White or Cream
Linen Napkins	Variety of Colors
Gold Chargers	\$1 Per Guest
Individual Salt & Pepper Shakers	\$0.50 Per Guest
Riser	\$40.00 Per Section (4" X 4" Sections)
Chef Attendant	\$150.00 Per Attendant
Porta Bar & Bartender	\$165.00 (\$90 Set Up, \$75 Bartender)
Coat Room Attendant	\$35.00 (Plus Discretionary Tip) Mandatory with 50 or More Guests
Valet Attendants	\$35.00 Per Attendant (Plus Discretionary Tip) 1 Attendant Required Per 50 Guests Mandatory with 50 or More Guests
Valet Tipping	\$1.50 Per Person for 100 Guests or More \$2.00 Per Person for 50 or Less Mandatory If Valet is Used
Cash Bar/Cash Bar Attendant	\$75 Per Attendant
Cake Cutting Fee	\$2.50 Per Person (For Cakes Outsourced)
Outsourced Pastries	\$1.00 Per Person
Stack Chairs & Chair Cover	\$2.00 Per Chair Mandatory for Banquets with Over 150 Guests
Delivery	\$50 (\$25 Drop Off, \$25 Pick Up)

## Audiovisual Equipment

TV/DVD Player	\$25.00	Flip chart	\$15.00
Screen 6'	\$15.00	Overhead Projector	\$25.00
Screen 10'	\$25.00	Conference Phone	\$25.00
Bluetooth Speaker	\$25.00	Backdrop Stand	\$25.00

## Cancellation Policy

When it is apparent that an event will be cancelled, the following charges will apply:

<b>Weddings &amp; Private Parties</b>	<b>Lunch Event</b>	<b>Evening Event</b>
More than 180 days before the event	Forfeit deposit	Forfeit deposit
From 179 to 91 days before the event	\$10.00 per person plus forfeit deposit	\$20.00 per person plus forfeit deposit
From 90 to 46 days before the event	\$15.00 per person plus forfeit deposit	\$30.00 per person plus forfeit deposit
Less than 45 days before the event	\$20.00 per person plus forfeit deposit	\$40.00 per person plus forfeit deposit

Performance of this agreement is contingent upon the ability of the Club to complete same and is subject to labor troubles, disputes or strike, accidents, government (Federal, State or Municipal) restrictions upon travel, transportation of foods, beverages or supplies and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In no event shall PLCC be liable for loss of profit or for other similar or dissimilar collateral of consequential damages, whether based on breach of contract, warranty or otherwise. I have read the policies of Pine Lake Country Club and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Name/Last Name

\_\_\_\_\_  
Date of the planned event

\_\_\_\_\_  
First Name/Last Name of PLCC Sponsor

### Billing address:

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State and Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### Please fill in this page and forward it to us via:

**Fax:** 248-682-1426  
**Email:** michael@pinelakecc.com  
**or Mail:** Pine Lake Country Club  
3300 Pine Lake Rd.  
Orchard Lake, MI 48324  
Attention: Michael  
Thank you